

Reports backlog.

Complete records on each assignment are retained in [] files for six months after completion and then destroyed. Unfortunately, a case is not considered complete by Headquarters until the final written report is submitted. The backlog of final reports now ranges from 200 to 2,000 hours of clerical effort. All of the [] has been completed and Headquarters has been informed by teletype or letter of the conclusion. Since [] are unlikely to expand clerical staffs or reduce the workload, the only alternative is to modify the procedures. This could be done in a number of ways, such as accepting teletype summary as the final report.

Recommendation #36.

The Director of Security ask the Records Management Officer to help simplify the system of final reports, particularly on completely favorable cases.

Recommendation #37b.

The Director of Security ask the Records Management Officer to study the procedures for logging mail and that these procedures be simplified.

Security Records.

The Security Records Division suffers from its isolation from new records concept and the lack of understanding of mechanism. The Management Staff should survey the records requirements of the Office of Security and submit proposals for modernization. The program must include a fully integrated system, rapid mechanical entry, automatic purging criteria and compatibility with vital documents requirements. It should also be designed for eventual integration into an Agency machine records center in the event this may materialize in the new building.

Recommendation #39b.

The DD/S direct the Management Staff to conduct a survey of the records requirements of the Office of Security and submit its proposals for complete modernization and mechanization of the central records function.